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December 7, 2009

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chair

SUBJECT: TRANSMITTAL OF MEETING NOTICE AND TENTATIVE AGENDA

Tuesday, December 15, 2009 - 10:00 a.m.
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Population Technical Advisory Committee (POPTAC) will be held at the time and place noted above.

Members of the POPTAC may attend either in person, by telephone conference call or by videoconference. If you are attending by videoconference, you must make arrangements with Craig Chenery at MAG and your site coordinator by the Friday prior to the meeting. If you are attending via audio conference please contact Steve Gross at (602) 254-6300 at least one day prior to the meeting.

If you are driving, please park in the garage under the building. Bring your ticket to the meeting and parking will be validated. For those using transit, the RPTA will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Heidi Pahl Bickart at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership or 14 people for the MAG POPTAC. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. If you have any questions or need additional information, please contact Heidi Pahl Bickart at (602) 254-6300.

TENTATIVE AGENDA

1. Call to Order

2. Call to the Audience

An opportunity will be provided to members of the public to address the MAG POPTAC on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested to limit their comments to three minutes. A total of 15 minutes will be provided for this agenda item, unless the Chair of the POPTAC provides for an exception to this limit. Those wishing to comment on action agenda items will be given an opportunity at the time the item is heard.

3. Approval of Meeting Minutes of November 10, 2009

4. Census 2010 Update

4a. Phoenix Complete Count Committee (CCC)

The City of Phoenix CCC and five subcommittees: Media, Business, Minority Outreach, Community & Schools, and Communities of Faith have held several meetings and have finalized their action plans. The charge to the CCC is to develop and implement a public awareness education program to inform residents about the benefits of completing and returning the 2010 Census questionnaire and to encourage every household to participate in the effort. An update will be provided.

4b. "Count to '10" Census Outreach Group

To assist jurisdictions in promoting the importance of filling out the census forms and ensuring high levels of participation, MAG has implemented the "Count to '10" Census Outreach Group. The group has been working

COMMITTEE ACTION REQUESTED

2. For information.

3. For information, discussion and approval of the minutes of November 10, 2009.

4a. For information and discussion.

4b. For information and discussion.

with the City of Phoenix Complete Count Committee Media Subcommittee on developing promotional materials and confirming media buys. An update will be provided.

4c. Phoenix Local Census Office Operations

An update will be provided on the operations and activities of the Local Census Offices (LCOs). Al Nieto, Early Local Census Office Manager, will provide information on Group Quarters Advance Visit (GQAV) internal assignment preparation, selection, and training. GQAV is set to begin mid-January 2010. Crew leaders will be selected, trained and given their assignments at the end of training.

4d. 2010 Boundary and Annexation Survey

The Census Bureau has distributed its 2010 Boundary and Annexation Survey (BAS) to contacts of local jurisdictions for review and update. The BAS information is used when reporting the results of decennial and economic censuses and to support the American Community Survey and the Census Bureau Population Estimates Program. Maintaining correct boundaries through the BAS helps ensure that the appropriate population is assigned to each entity.

To request a change from paper BAS to digital BAS please contact 1-800-972-5651 or geo.bas@census.gov before Jan 15, 2010.

Responses to the 2010 BAS are due to the Census Bureau by March 1, 2009.

MAG will be holding a 2010 BAS Workshop January 7, 2010 at 10 a.m.

4e. Local Update of Census Addresses (LUCA) Feedback

The purpose of LUCA feedback is to provide feedback to local governments on addresses submitted to the Census Bureau as part of the Census 2010 LUCA program conducted in

4c. For information and discussion.

4d. For information and discussion.

4e. For information and discussion.

2008. The Census Bureau has granted a 15 calendar day extension to all agencies working on the LUCA feedback. MAG continues to update the LUCA web site at: <http://www.mag.maricopa.gov/luca/luca.html>. An update will be provided.

4f. New Construction Program

The New Construction Program (NCP) ensures that the Census address list is as complete and accurate as possible by providing an opportunity for tribal and local governments to submit the addresses of housing units built after the address canvassing operation is complete and prior to Census Day (March 2009 – April 1st 2010). The NCP materials are currently being sent to MAG member agencies on a flow basis from the US Census Bureau. Member agencies have 45 calendar days from receipt of materials to submit changes to the Bureau.

During the NCP, MAG is requesting that all residential completion data be sent to MAG monthly. After the residential completion data is processed MAG will request unit numbers where necessary. In the middle of each month, MAG will send each jurisdiction a NCP Excel file in census format. Each month a new NCP file will be sent to replace the old file.

MAG has created a NCP web page at: <http://www.mag.maricopa.gov/ncp/ncp.html>. A PowerPoint presentation will be provided.

4g. Timeline

MAG staff is monitoring and working with the Census Bureau to ensure MAG member agencies are aware of and meet any deadlines in order to obtain an accurate and complete count. Please see Attachment One for a draft Census 2010 timeline.

5. Vice Chair Term Appointments

On July 22, 2009, the MAG Regional Council approved the MAG Committee Operating

4f. For information and discussion.

4g. For information.

5. For information and discussion.

Policies and Procedures. The document has clarified, and in some cases, modified, former MAG committee procedures. The policies and procedures note that Chairs and Vice Chairs of most technical and policy committees will be appointed by the MAG Executive Committee and are eligible for one-year terms, with possible reappointment to serve up to one additional term by consent of the committee.

At the November 23, 2009 MAG Executive Committee meeting, the Committee voted to keep the current MAG POPTAC chair through the 2010 Census and approved Debra Stark, City of Phoenix Planning Director, as Vice Chair. An update will be provided.

6. Regional Updates

MAG POPTAC members and MAG staff will have the opportunity to provide an update on development within their jurisdiction, amendments to general plans and any special projects.

7. Next Meeting of MAG POPTAC

The next meeting of the MAG POPTAC is scheduled for Tuesday, January 26, 2010 at 10:00 a.m. Please see Attachment Two for calendar year 2010 MAG POPTAC meeting schedule.

6. For information and discussion.

7. For information and discussion.